

8 August 1966

MEMORANDUM FOR: Executive Director

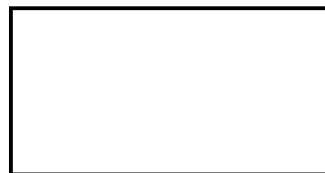
SUBJECT: Signature by the Director of Routine Retirement
Letters to Agency Employees

1. As you know, it was the practice during the Directorship of Mr. McCone that signed these letters, and I don't imagine that practice was the best held secret in this building. As you know, the present Director signs these letters himself.

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2. I think this practice of having the Director's signature appear on these letters should be changed, to wit, that except in unusual cases of high merit, the individual Deputy Directors sign these letters. I think this is particularly pertinent since the number of Agency employees retiring will be growing considerably over the next several years. I believe there will certainly be exceptions to this case, which I think should be brought to your attention by a recommendation from the Director of Personnel.

3. The reason I make this suggestion to you rather than to the Director is that I believe he would want your views in any case, and in this way if you don't agree, we just won't bother him with it.



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MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Signature by the Director of Routine Retirement
Letters to Agency Employees

REFERENCE : Memo to ExDir.-Compt fm dtd 8 Aug 66,
same subj

STAT

1. This memorandum contains recommendations in paragraphs 3 and 4.
FOR YOUR APPROVAL.

2. The question of who should sign retirement letters is really not one which can be resolved by analysis. ~~The attached memorandum from~~ The Director of Personnel concludes that the Director should sign all retirement letters and I concur in this recommendation. There are about 100 such letters a year and the beneficial morale effect of the Director's signature is worthy of continuation.

3. If, however, the Director feels that this is an administrative burden, then it is suggested that the Director sign retirement letters to the categories of retirees as follows:

- a. To individuals with 15 years of Agency service.
- b. To GS-16's and above without regard to length of service.
- c. To individuals who deserve special recognition, as recommended by a Deputy Director or the Director of Personnel.

All other retirement letters could be signed by the Deputy Director concerned.

4. As indicated in paragraph 2, I recommend that the Director continue to sign all retirement letters.

R. L. Bannerman
Deputy Director
for Support

Att:

~~Memo to ADD/S fm D/P dtd~~
~~14 Sep 66, same subj~~

APPROVED:

L. K. White
Executive Director-Comptroller

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DRAFT/AMWARFIELD/16 Sept.

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Signature by the Director of Routine Retirement
Letters to Agency Employees

REFERENCE : Memo to ExDir-Compt fm dtd 8 Aug. 66,
same subj

STAT

1. This memorandum contains recommendations in paragraphs 3 and 4.

2. The question of who should sign retirement letters is really not one which can be resolved by analysis. The attached memorandum from the Director of Personnel concludes that the Director should sign all retirement letters; and yet his arguments can also be used to support a policy of limiting the Director's signature to cases of long service in the Agency and to senior officers. If an individual with say five years of CIA service receives the same letter as one who has served for 20 years in this Agency, I suggest that the significance of the letter is lessened.

3. I recommend that the Director continue to sign retirement letters:

- a. To individuals with 15 years of Agency service.
- b. To GS-16's and above without regard to length of service.
- c. To individuals who deserve special recognition, as recommended by a Deputy Director or the Director of Personnel.

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4. All other retirement letters should be signed by the Deputy Director concerned.

R. L. Bannerman
Deputy Director
for Support

Att .

Memo to ADD/S fm D/P dtd
14 Sept 66 same subj

APPROVED:

L. K. White
Executive Director-Comptroller

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